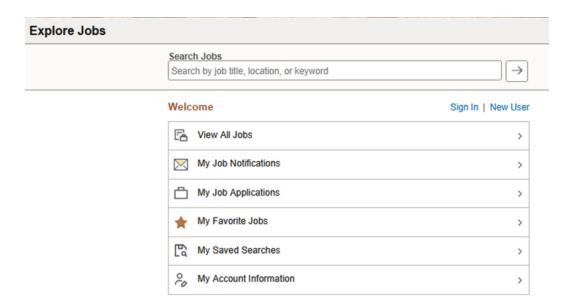


Accept a Job Offer

Applies to internal and external applicants

If your job application is successful, you will receive an email with instructions to accept the offer by the expiration date. To accept the job, follow the steps outlined below:

- For internal applicants, login at https://my.torontomu.ca/ and click the eHR tab. On the Employee Self Service Homepage, click Explore Jobs.
 For external applicants navigate to https://www.torontomu.ca/careers/, then click Staff Opportunities. Confirm your employment relationship with TMU, click "I am an external candidate", then click the New User link. On the register screen complete all the required fields.
- 2. Select My Notifications.



- 3. In 'My Job Offers' section, select the **Offer** to download, and select **"I acknowledge that ..."** option. Review the job offer and expiry date.
- 4. Select **Accept** to confirm your acceptance of the offer, and then **OK**.